

CONFIDENTIAL

Rec. Mgmt 4-4
History Records

14 JUN 1960

Chief, Engineering Division, [REDACTED]

25X1

25X1

THRU

:

Chief, Records Management Staff

25X1

Authority to Destroy Records

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1. [REDACTED] has requested permission to destroy records as described below. Because the Motor Pool is organizationally part of the Engineering Division, these files were not included in the recently developed [REDACTED] Records Control Schedule.

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2. Permission is hereby granted to destroy the files series as described, consistent with approved instructions contained in the Logistics Office (Headquarters) Records Control Schedule

Identification

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[REDACTED]
Consists of copies [REDACTED]
Form 38. These are prepared daily to reflect name of driver, vehicle number, date, hours of operation, mileage covered, destination and signature of driver, and dispatcher.

Disposition Instructions

Temporary. Destroy after one (1) year. Cut-off each month. Maintain a one year level. (Based on Logistics Schedule, item 43).

DELIVERY TICKET AND RECEIPT

Consists of copies of [REDACTED]
form used to record the issuing of gasoline, oil, anti-freeze, tires, tubes and batteries. This form also provides space for inclusion of date, vehicle, tag number, speedometer reading, pump meter reading (start and finish), signature of driver receiving service and signature of person issuing service.

Temporary. Destroy three (3) months after completion of audit. (Based on General Records Schedule S; item 4 and consistent with revised Records Control Schedule for Logistics Office).

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Distribution:

- Orig. and 1 - Addressee
- 1 - ARO-Logistics
- ~~1 - Mgt. Staff~~
- 1 - RS & DB
- 1 - Records Center
- ~~1 - RMS File~~

Mgt/S/RMS/RS&DB

(14 June 60)

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